

TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, www.JohnGoldhamer.com

(Cover Letter - Example)

SANTA CLAUS

North Pole, AK 99705

(907) 555-1212

Santa.Claus@gmail.com

www.Linkedin.com/in/SantaClaus

December 25, 2017

Mr. Jack Frost
Winter Human Resources Director
UPS Ground
1000 Semmes Ave
Richmond, VA 23224
(804) 231-8000
Jack.Frost@upsground.com

Re: Distribution Director, Position Number 12345

Dear Mr. Frost:

As a Seasoned Certified Global Logistics Professional, (CGLP) with an MBA and a B.S. in Business Administration / Marketing, I am proficient in manufacturing and making deliveries across 24 time zones, bringing results and satisfaction to every client. I am prepared to use my extensive Education, Experience, and Expertise as well as Certification to assist UPS with Logistics issues as a Distribution Director. I would be excited to work for UPS, the world's largest package delivery company!

Analysis indicates that I can provide *education and experience in all ten elements of the position:*

Customer Satisfaction, Distribution, Human Resources, Logistics, Management,
Marketing, Safety, Security, Strategic Planning, and Technology

Although I am currently the Chief Executive Officer (CEO) of Santa's Workshop, LLC in North Pole, AK, I am looking to move to the warmer climate that Richmond, Virginia can provide.

While my enclosed Résumé provides detailed information about my education and professional experience, the following are some bullet points that illustrate how I will make a strong contribution to the UPS Distribution Team:

- Negotiated the Price of Coal from \$39.95 per short ton to \$37.24 per short ton, saving 6.8%,
- Negotiated Elvish Employee Contract for better working conditions in exchange for less pay,
- Created process of reducing space in between atoms thereby reducing size for easy transport,
- Advanced Assembly Line Process for faster manufacturing based on RR Donnelly's method,
- Coordinated Village dismantle and transport across Arctic Circle and rebuilding in North Pole, AK.

I am confident I will make a strong contribution to the UPS Distribution Team and welcome the opportunity to discuss my qualifications with you shortly.

Please let me know if you have any questions. Thank you for your consideration.

Sincerely,

Santa

Santa Claus

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(Résumé - Example)

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SUMMARY

As a Seasoned Certified Global Logistics Professional, (CGLP) with an MBA and a B.S. in Business Administration / Marketing, I am proficient in manufacturing and making deliveries across 24 time zones, bringing results and satisfaction to every client.

EXPERIENCE

Chief Executive Officer (CEO) Santa's Workshop, LLC North Pole, AK 1980 – Present

Top Executive of a Logistics and Manufacturing Company known around the world.

- Negotiated the Price of Coal from \$39.95 per short ton to \$37.24 per short ton, saving 6.8%,
- Negotiated Elvish Employee Contract for better working conditions in exchange for less pay,
- Created "Secret Santa" concept, used in most organizations to provide assistance with gifts,
- Tracked Little Eddy Landry to Richmond, VA although his letter stated Boston, MA.

Director of Distribution Old Saint Nick's Toys, Inc. North Pole, AK 1951 – 1979

Executive Management of a Logistics and Manufacturing Company known around the world.

- Created process of reducing space in between atoms thereby reducing size for easy transport,
- Bred Stronger Flying Reindeer for faster transportation, including one with a red nose for fog,
- Posed for Famous Norman Rockwell Painting representing Old St. Nick's Christmas,
- Moved Little Charlie Wood from the Naughty List to Nice List creating an Attribute for Success.

Supervisor of Production Kris Kringle's Playthings North Pole, AK 1934 – 1950

Logistics and Manufacturing Company known around the world.

- Testified in court in behalf of Mr. Kringle assisting to win the case brought by Macy's,
- Developed Teflon for Smoother Sleigh Runners and placed formula in Mr. DuPont's Stocking,
- Advanced Assembly Line Process for faster manufacturing based on RR Donnelly's method.

Toy Carpenter Jultomten Verkstad Kiruna, Sweden 1900 – 1933

Logistics and Manufacturing Company known around the world.

- Coordinated Village dismantle and transport across Arctic Circle and rebuilding in North Pole, AK,
- Testified in the "Twas the Night Before Christmas" Slander case outlining "Chubby and Plump,"
- Received the "Best Toy Carpenter Award" three years in a row.

CERTIFICATIONS AND EDUCATION

Certified Global Logistics Professional (CGLP) American Society of Transportation & Logistics, Chicago, IL

MBA Master of Business Administration University of Alaska Fairbanks, AK

B.S. Business Administration / Marketing University of Alaska Fairbanks, AK

Wood Working Certificate Umea University Kiruna, Sweden

Languages – Linguist, Fluent in all 6,500 Living Languages

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(Marketing Plan - Example)

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MARKETING PLAN

SUMMARY

As a Seasoned Certified Global Logistics Professional, (CGLP) with an MBA and a B.S. in Business Administration / Marketing, I am proficient in manufacturing and making deliveries across 24 time zones, bringing results and satisfaction to every client.

TARGET LIST:

I am looking for contacts with Vice Presidents, Directors, and Managers of Shipping Organizations or Package Delivery Companies so that I can network with them and perhaps assist them with Shipping Package Delivery Logistic issues.

The following is my Target List containing the Top Ten Shipping Organizations in the world:

1. United Parcel Service, Inc.	Sandy Springs, Georgia, US
2. DHL Express	Bonn, Germany
3. Federal Express	Memphis, Tennessee, US
4. United States Postal Service	Washington, D.C., US
5. Schenker AG	Berlin, Germany
6. TNT N.V.	Hoofddorp, Netherlands
7. YRC Worldwide	Overland Park, Kansas, US
8. Parcelforce Worldwide	Milton Keynes, UK
9. Royal Mail	London England, UK
10. Japan Post Service	Tokyo, Japan

<http://www.supplychaindigital.com/top10/2497/Top-10:-Shipping-Companies>

CONSIDERATIONS:

With years of experience, I am a Certified Global Logistics Professional, (CGLP) with an MBA and a B.S. in Business Administration / Marketing, I would be excited to join a Shipping or Package Delivery Organization's Management Team!

My Education, Experience, Expertise, and Certification demonstrate the type of exceptional work I would perform for a Shipping or Package Delivery Organization and I am willing to relocate.

From creating a process of reducing space in between atoms thereby reducing size for easy transport, to advancing the assembly line process for faster manufacturing based on RR Donnelly's method, I am creative and successful in solving Shipping or Package Delivery Logistic issues.

While my negotiation skills have been exceptional from the Price of Coal to Elvish Employee Contracts, I am also Fluent in all 6,500 Living Languages.

I look forward to meeting Vice Presidents, Directors, and Managers of Shipping or Package Delivery Organizations.

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(Thank You Letter - Example)

SANTA CLAUS

North Pole, AK 99705

(907) 555-1212

Santa.Claus@gmail.com

www.Linkedin.com/in/SantaClaus

February 3, 2018

Ms. Chilly Day, Transportation VP

Chily.Day@upsground.com

Mr. Sub Zero, Delivery Director

Sub.Zero@upsground.com

Mr. Jack Frost, Winter Human Resources Director

Jack.Frost@upsground.com

UPS Ground

1000 Semmes Ave

Richmond, VA 23224

(804) 231-8000

Re: Distribution Director, Position Number 12345

Dear Ms. Day, Mr. Zero and Mr. Frost:

I appreciate you taking the time to interview me today for the Distribution Director position at UPS Ground.

As a Seasoned Certified Global Logistics Professional, (CGLP) with an MBA and a B.S. in Business Administration / Marketing, I am proficient in manufacturing and making deliveries across 24 time zones, bringing results and satisfaction to every client.

Analysis indicates that I can provide *education and experience in all ten elements of the position:*

Customer Satisfaction, Distribution, Human Resources, Logistics, Management,
Marketing, Safety, Security, Strategic Planning, and Technology

I believe that I demonstrated that my through my Education, Experience, Expertise, and Certification, I am well matched for the position and I look forward to hearing from you soon.

Please let me know if you have any questions.

Thank you for your consideration.

Sincerely,

Santa

Santa Claus

TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, www.JohnGoldhamer.com

(Give a Gift E-mail - Example)

Tips For Those in Transition Page 15

www.JohnGoldhamer.com/JobTools/Tips-For-Those-in-Transition.pdf

www.JohnGoldhamer.com/Writings/When-You-Do-Not-Hear-From-a-Recruiter--Give-a-Gift-of-an-Interesting-Article.pdf

Give a Gift of an Interesting Article

Remember how your parents taught you to never go to someone's house without a gift?

If you do not hear from an Interviewer, after a couple of weeks, search for an interesting "Free" article on the industry or company using Google or a Blog Search Engine such as:

www.blogsearchengine.org

The Interviewer will think you are creative and noticeable, but not feel pestered.

Thank you again for interviewing me recently! Enclosed is a link to an article that I found about _____ that I think you will find interesting. I hope to hear from you soon!

Thank you again for interviewing me for the _____ position at _____. Using www.blogsearchengine.org, I found a noteworthy article about _____ that I think you will find interesting. I hope to hear from you soon!

Be sure your name, address, telephone, and e-mail address are listed.

From: Santa Claus [mailto: Santa.Claus@gmail.com]

Sent: Tuesday, February 20, 2017 11:56 AM

To: Chily.Day@upsground.com; Sub.Zero@upsground.com; Jack.Frost@upsground.com

Subject: UPS Ground Distribution Director, Position Number 12345

Chilly, Sub, and Jack:

Thank you again for interviewing me for the Distribution Director position at UPS Ground.

Using www.blogsearchengine.org, I found a noteworthy article about delivery that I think you will find interesting.

[Will Amazon's Logistics Ground UPS and FedEx? - 2016](http://www.investopedia.com/articles/investing/031516/will-amazons-logistics-ground-ups-and-fedex-amzn-ups.asp)

www.investopedia.com/articles/investing/031516/will-amazons-logistics-ground-ups-and-fedex-amzn-ups.asp

I hope to hear from you soon!

Sincerely,

Santa

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